

IG CHECKLIST
(Command Retention Office – Reenlistment)

Proponent/Phone No:	Command Retention Office/2-3100
Functional Area:	Reenlistment
Program/Activity Topic:	Reenlistment
Date of revision:	26 March 1999
Management Control Checklist Applied:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NA
Unit Inspected:	Date Inspected:
Inspector's Name:	Phone No:
1. Reference. AR 601-280, 29 Sep 95, Army Retention Program.	
2. Discussion. AR 601-280, paragraph 2-1.a. The Army Retention Program is a Commander's program.	
a. The program requires active involvement, support, and interest at all levels of command, including the senior Noncommissioned Officer (NCO) Corps.	
b. Commanders must utilize their career counselors (PMOS 79S) or reenlistment NCOs to manage their programs to the fullest. Unit/btry must talk with each soldier to determine the soldier's needs, wants, desires, and what can be done to ensure the majority of our qualified soldiers stay in the Army. This should be accomplished no later than 15 months from the soldier's ETS date.	
c. Commanders must give their career counselors (PMOS 79S) or Reenlistment NCOs adequate time to perform their reenlistment duties and receive the required training necessary to perform this most important function.	
d. Each commander will be briefed by his/her career counselor (PMOS 79S) or reenlistment concerning the reenlistment inspection checklist provided by their major command. At this time they will be informed of any processing procedures or changes in reenlistment program that is unique to their major command.	
e. Commanders must ensure their soldiers are treated professionally, with an honest care and concern for the soldier and his/her family from the first day the soldier enters the unit. If this is performed, the commanders' reenlistment program will always be successful with the maximum number of qualified soldiers reenlisting.	
Questions. (See appropriate MACOM reenlistment inspection checklist).	
4. REMARKS:	